

# TRINITY COMMUNITY ARTS

## CONTENT CREATOR





# RECRUITMENT INFORMATION

Thank you for your interest in the role of **Content Creator**.

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

## HOW TO APPLY

To apply, please download/complete an online application form by visiting [here](#) and Equal Opportunities form [here](#). Please email to [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) with "Content Creator" in the subject line.

**Please note we do not accept CV applications.**

## CLOSING DATE

**Closing date is Sunday 6<sup>th</sup> April. Interviews will be held week commencing 14<sup>th</sup> April.** This job advertisement will remain active for three weeks as we are keen to appoint someone ASAP.

If you encounter any accessibility challenges that hinder your ability to apply, within the stipulated timeframe, please contact us at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk).

The applicant shortlisting process will not commence until after the application deadline. As part of the evaluating process, we will score applicants anonymously and against the specified job requirements.

Interviews will be conducted with a select panel to ensure fairness and interview questions will be shared in advance of the interview.

If you encounter any accessibility challenges that affects your ability to apply within the stipulated timeframe and/or require any additional support to complete your application, please contact us at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk).

We are committed to understanding your circumstances and providing the necessary support to facilitate your application process.

# ABOUT TRINITY

Trinity is one of Bristol's leading cultural institutions, committed to making the arts accessible to all. Through a diverse range of events, workshops, and community-led initiatives, we foster creativity, inclusion, and engagement.

We provide a progressive programme of arts and cultural events, social activities, and projects, giving people space to come together, create, connect, learn, share and celebrate.

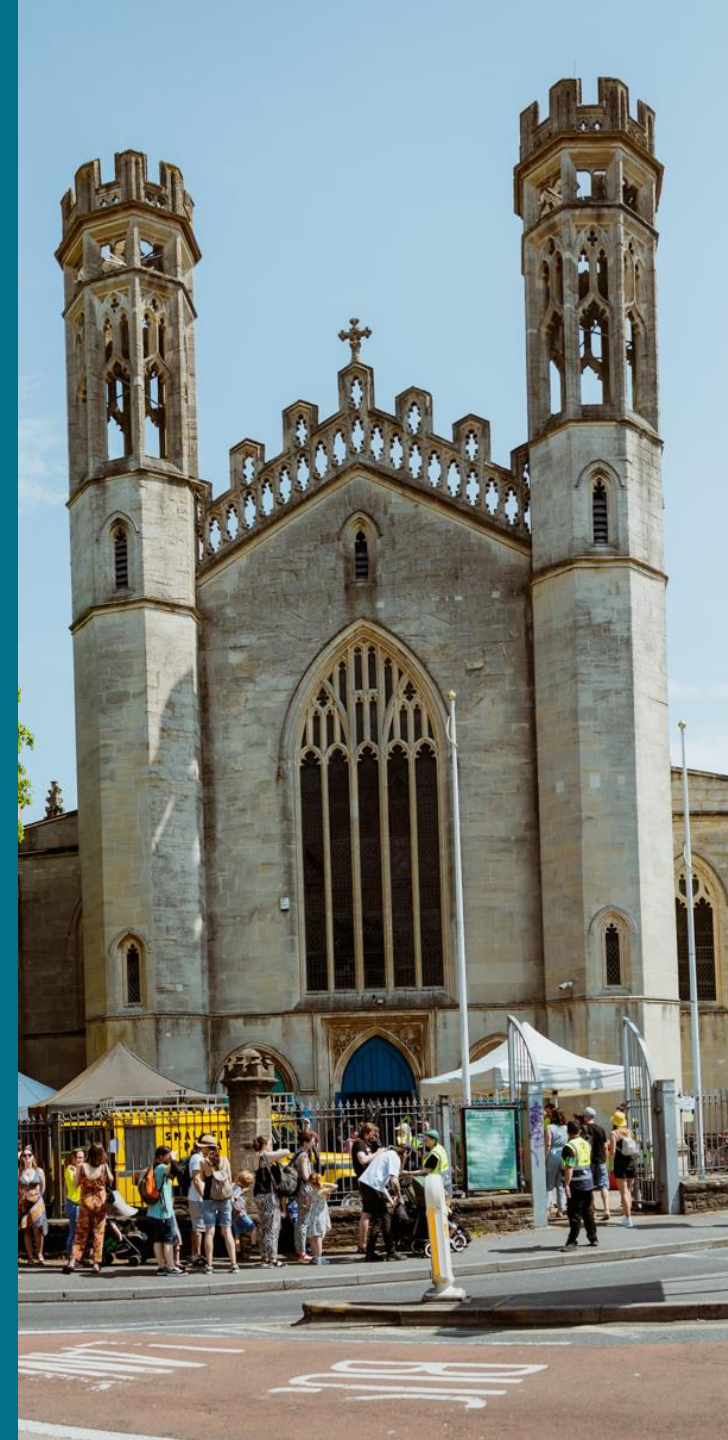
The Trinity Centre is a much-loved historic landmark. This cultural hub for East Bristol is one of the city's few remaining independent, live music venues, and is used by over 70,000 people each year.

People living near Trinity lead rich cultural lives, with diverse tastes and a strong appetite for a variety of creative opportunities. That's why we keep our definition of arts and culture broad and our framework flexible, ensuring we can support and celebrate creativity in all its form

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared pride.

Working with over 200 partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 70,000+ people across over 1,000 events and cultural experiences.

Our position, track record and approach mean we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.





# OUR VISION & MISSION

**Trinity's vision** is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

**Our mission** is to empower communities through the arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.



# ROLE OVERVIEW

**Do you love telling stories in creative ways?**

**Do you have a talent for turning ideas into engaging content? If so, we want to hear from you!**

We are looking for a dynamic and creative Content Creator to lead our online and offline communications, helping to tell the story of Trinity Centre and engage our audiences in meaningful ways.

you will be responsible for developing inspiring multimedia content, including videos, graphics, photography, and written content, to enhance our on and offline presence.

You will also play a key role in delivering core marketing activities, from crafting compelling campaigns and managing digital platforms to produce promotional materials and engaging our community.

This is an exciting opportunity to contribute to Trinity's impact as one of Bristol's leading cultural institutions, shaping how we connect with audiences, artists, and partners through innovative and accessible storytelling.

As part of our commitment to staff development, we will work with you to design a Continuing Professional Development Plan (CPD) tailored to both your role and wider organisational needs. This will include access to internal and external training opportunities.



# JOB DESCRIPTION

**Contract type:** Permanent

**Job Title:** Content Creator

**Responsible to:** Director of Culture

**Hours:** 37.5 hours per week (full-time)

**Rate of Pay:** £24,500-£26,500

**Annual Leave:** The holiday year runs from April to March.

Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week.

Entitlement will be calculated on a proportional basis in accordance with your hours and duration of contract.

## What you'll be doing:

- Creating engaging content (website news items, videos, graphics, blogs, and photography) yourself and in collaboration with the team and other creatives to showcase Trinity's diverse programme
- Leading on content creation for Trinity's website and social media platforms, ensuring engaging storytelling, consistent messaging, and audience engagement in line with our values and ethos
- Supporting income generation of our charity and training activity through strategic marketing campaigns
- Collaborating with departments, partners and third parties to produce on-brand materials that drive engagement and awareness in our activities
- Working with external PR support to monitor social media trends and analytics, using insights to shape future content strategies and marketing/communications plans.

## Who we're looking for:

- A creative storyteller with experience in multimedia creation
- Confident in producing video and social media content, including short-form videos (TikTok, Instagram, YouTube)
- Skilled in using design tools (Canva, Adobe Creative Suite) and marketing platforms
- Able to write clear, engaging and concise copy for online news items and social media posts that key messages
- Passionate about arts, culture, and community engagement
- A self-starter who thrives in a dynamic, collaborative and creative environment.



# KEY RESPONSIBILITIES

## Content creation & online engagement

- Develop and produce engaging multimedia content (news items, video, blogs, graphics, and photography) for Trinity's website and social media channels (Instagram, TikTok, Facebook, LinkedIn)
- Regularly create content such as event reviews, highlights, behind-the-scenes footage, and storytelling pieces
- Maintain a consistent, on-brand voice while engaging with audiences and managing user-generated content
- Stay on top of digital trends, adapting to viral challenges and audience preferences to enhance Trinity's online presence

## Marketing & campaign support

- Design and implement social media campaigns to promote events, workshops, youth and community projects and our charitable work
- Collaborate with teams to create marketing materials and reports using content creation and design tools (e.g., Canva, Adobe Creative Suite, or similar platform)
- Use social media and digital marketing tools to drive ticket sales, fundraising, engagement and outreach
- Ensure Trinity's events are listed on relevant platforms (e.g. Headfirst and VisitBristol)
- Monitor performance analytics from social media and website to inform future strategies

## Communications & PR

- Source and develop compelling stories for blogs, newsletters and video case studies that highlight impact
- Assist in drafting and designing communications that align with Trinity's brand
- Collaborate with partners, artists, and community groups to co-create content
- Support media relations, including drafting press releases and responding to inquiries

## Data & audience engagement

- Use the CRM system (CIVICRM) for audience segmentation and targeted email campaigns
- Track data to support marketing performance analysis and funding reports
- Capture and present audience engagement and impact data for funding applications and reports

## Customer service support

- Monitor and respond to customer feedback and online reviews as necessary.

# PERSON SPECIFICATION: what we are looking for

- Creative content skills: Strong experience in creating video, graphic, and written content for social media and web.
- Video & social media expertise: Confidence in creating short-form videos for platforms such as TikTok, Instagram Reels, and YouTube Shorts.
- Marketing & campaign execution: Understanding of digital marketing principles, audience segmentation, and engagement strategies.
- Storytelling & branding: Ability to create narratives that align with Trinity's mission and values.
- Tech-savvy: Experience using content creation tools (Canva, Adobe Creative Suite) and CRM/email marketing platforms.
- Analytical mindset: Familiarity with social media insights and analytics to guide content strategies.
- Adaptability & initiative: Ability to thrive in a fast-paced environment, managing multiple projects and adapting to emerging trends.
- Passion for arts & community engagement: A strong passion for arts, culture, and their role in community development.





# FURTHER INFORMATION

## Additional duties

It is in the nature of the work required that the tasks and responsibilities of the role will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description.

These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the Job Description.

## DBS Check

A basic check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.



## Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) or via telephone on 0117 935 1200.

## Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.





# TRINITY:



Photo credits: Alastair Brookes

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